

2023/24 TO 2027/28 - STRATEGIC PLANNING TIME SCHEDULE IDP, LTGDP AND BUDGET (A MULTI-YEAR APPROACH)

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME (2018/19) (Baseline)	TIMEFRAME (2019/20)	TIMEFRAME (2020/21)	TIMEFRAME (2021/22)	BASLINE (2022/23)	(2023/24)	(2024/25)	(2025/26)	(2026/27)	(2027/28)
PREPARATION PHASE (JULY TO AUG)	Review of the Strategic Planning Time Schedule for the forthcoming financial year.	Chief Financial Officer (CFO) and Chief Operating Officer (COO)	13 to 30-June-2017	13 to 29-June-2018	13 to 28-June-2019	12 to 30-June-2020	11 to 30-June-2021	30-Jun-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26
	First Strategic Planning Steering Committee / Workshop #1	COO and CFO	27-Jul-17	27-Jul-18	26-Jul-19	27-Jul-20	27-Jul-21	18-Aug-22	31-Jul-23	31-Jul-24	31-Jul-25	31-Jul-26
	Communicating the Strategic Planning time schedule on municipal website and all Directorates	CFO	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21	30-Sep-22	30-Sep-23	30-Sep-24	30-Sep-25	30-Sep-26
	Distribute Budget Circular to Directorates' relevant officials (including Funding Sources and limits) and table report to EXCO	CFO	25-Aug-17	27-Aug-18	26-Aug-19	25-Aug-20	27-Aug-21	31-Oct-22	31-Oct-23	25-Aug-24	31-Oct-25	31-Oct-26
	Submission of Annual Financial Statements (AFS) to Office of the Auditor-General South Africa (AGSA)	City Manager and CFO	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21	31-Aug-22	31-Aug-23	31-Aug-24	31-Aug-25	31-Aug-26
	Submission of Annual Financial Statements by entity to Auditor-General and Chief Financial Officer	CFO and CEO of MBDA	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21	31-Aug-22	31-Aug-23	31-Aug-24	31-Aug-25	31-Aug-26
	Submission of financial and non-financial performance information to the Office of the Auditor-General	City Manager and COO	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21	31-Aug-22	31-Aug-23	31-Aug-24	31-Aug-25	31-Aug-26
	Submission of the Rollover Applications of the unspent Conditional Grants by NMBM to National Treasury (After being signed by the Accounting Officer and reconciled to the Annual Financial Statements submitted to the AG)	Various affected ED's / CFO and City Manager	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21	31-Aug-22	31-Aug-23	31-Aug-24	31-Aug-25	31-Aug-26
	Submission of the Rollover Applications of the prior year unspent Transfers to Entity by Parent Municipality (MBDA accounting for unspent portions of transfers)	CEO / CFO (MBDA)					New	30-Sep-22	30-Sep-23	30-Sep-24	30-Sep-25	30-Sep-26
	Approval of the reviewed public participation programme for IDP and Budget processes based on an analysis by the Strategic Planning Steering Committee (for September and April of each year)	IDP and Budget Steering Committee (MMC, CM, COO and CFO)	01-Sep-17	03-Sep-18	03-Sep-19	01-Sep-20	01-Sep-21	01-Aug-22	01-Aug-23	01-Aug-24	01-Aug-25	01-Aug-26
	Providing directorates with the base "for applicable financial years" Operating and Capital Budgets (Including Funding Sources and Limits), adjusted to reflect the Budget assumptions and strategies approved by Council (Achieving the ZERO-Based Budgeting approach)	CFO	01-Sep-17	03-Sep-18	03-Sep-19	01-Sep-20	01-Sep-21	01-Sep-22	01-Sep-23	01-Sep-24	01-Sep-25	01-Sep-26
	Strategic Planning Steering Committee Meeting	COO	28-Sep-17	28-Sep-18	27-Sep-19	25-Sep-20	24-Sep-21	30-Sep-22	30-Sep-23	30-Sep-24	30-Sep-25	30-Sep-26
	Convening IDP Representatives Forum meeting including entities and government departments	COO	29-Sep-17	02-Oct-18	30-Sep-19	30-Sep-20	30-Sep-21	30-Sep-22	30-Sep-23	30-Sep-24	30-Sep-25	30-Sep-26
Submission of Consolidated Annual Financial Statements to Auditor-General	City Manager and CFO	29-Sep-17	28-Sep-18	30-Sep-19	30-Sep-20	30-Sep-21	30-Sep-22	30-Sep-23	30-Sep-24	30-Sep-25	30-Sep-26	
STRATEGIES PHASE (SEPT TO DEC)	Undertaking public participation meetings (Identifying Budget Priorities with the public)	IDP and Budget Steering Committee	14-August to 29-Sep-2017	14-August to 28-Sep-2018	14-August to 30-Sep-2019	14-August to 30-Sep-2020	16-August to 30-Sep-2021	16 August to 30 September 2022	16 August to 30 August 2023	16 August to 30 September 2024	16 August to 30 August 2025	16 August to 30 August 2026
	Draft 3-year Budget forecast on human resources costs in place and presented to Directorates extracted from the EMS for SAP System	ED: Corporate Services and CFO	08-Sep-17	07-Sep-18	06-Sep-19	08-Sep-20	08-Sep-21	30-Sep-22	30-Sep-23	30-Sep-24	30-Sep-25	30-Sep-26
	Submission of IDP inputs, including sector plans by directorates, the entity (MBDA) and trade unions, to Office of Chief Operating Officer	CFO, COO, Executive Directors, CEO of MBDA and Trade Unions	15-Sep-17	14-Sep-18	16-Sep-19	15-Sep-20	15-Sep-21	30-Sep-22	30-Sep-23	30-Sep-24	30-Sep-25	30-Sep-26
	Commence annual review of tariffs, fees and charges (for the specific financial year)	All respective Executive Directors in conjunction with CFO	02 October to 31-Dec-2017	02 October to 31-Dec-2018	02 October to 31-Dec-2019	02 October to 31-Dec-2020	04 October to 31-Dec-2021	31-Jan-22	31-Jan-23	31-Jan-24	31-Jan-25	31-Jan-26
	Strategic Planning Steering Committee Meeting	COO	23-Oct-17	26-Oct-18	25-Oct-19	23-Oct-20	22-Oct-21	31-Oct-22	31-Oct-23	31-Oct-24	31-Oct-25	31-Oct-26
	Commence review of Budget related policies	CFO	02 October to 31-March-2018	02 October 2018 to 31-March-2019	02 October 2019 to 31-March-2020	02 October 2020 to 31-March-2021	02 October 2021 to 31-March-2022	31-Mar-23	31-Mar-24	31-Mar-25	31-Mar-26	31-Mar-27
	Strategic Planning Workshop #2	COO	13-Nov-17	13-Nov-18	13-Nov-19	13-Nov-20	19-Nov-21	29-Nov-22	30-Nov-23	30-Nov-24	30-Nov-25	30-Nov-26
	Setting objectives, targets and indicators for the IDP	COO	14-Dec-17	14-Dec-18	13-Dec-19	11-Dec-20	10-Dec-21	15-Dec-22	15-Dec-23	15-Dec-24	15-Dec-25	15-Dec-26
	Submission / (Processing of Budget Projects for both Capital and Operating Budgets by various stakeholders in the EMS System) of Operating and Capital Budgets (Input) by Directorates and the MBDA to Budget and Treasury Directorate	CM, COO and all Acting / Executive Directors + MBDA CFO & CEO	15-Dec-17	14-Dec-18	13-Dec-19	15-Dec-20	15-Dec-21	15-Dec-22	15-Dec-23	15-Dec-24	15-Dec-25	15-Dec-26
	First Draft IDP in place	COO	31-Jan-18	31-Jan-19	31-Jan-20	29-Jan-21	31-Jan-22	31-Jan-23	31-Jan-24	31-Jan-25	31-Jan-26	31-Jan-27
	Provision of mid-year budget and performance assessment by entity (MBDA)	CEO of MBDA and CFO	12-Jan-18	11-Jan-19	10-Jan-20	12-Jan-21	12-Jan-22	12-Jan-23	12-Jan-24	12-Jan-25	12-Jan-26	12-Jan-27
	Strategic Planning Steering Committee Meeting	COO	29-Jan-18	29-Jan-19	29-Jan-20	29-Jan-21	28-Jan-22	31-Jan-23	31-Jan-24	31-Jan-25	31-Jan-26	31-Jan-27
	Completion of action plan to address issues raised in the Audit Report of the Auditor-General	City Manager, CFO and COO	02-Feb-18	01-Feb-19	03-Feb-20	02-Feb-21	02-Feb-22	31-Jan-23	31-Jan-24	31-Jan-25	31-Jan-26	31-Jan-27
	Submission of 2024/25 Adjustments Budget to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO	21-Feb-18	13-Feb-19	12-Feb-20	17-Feb-21	16-Feb-22	26-Feb-23	26-Feb-24	26-Feb-25	26-Feb-26	26-Feb-27
	Strategic Planning Workshop #3	COO	02-Mar-18	01-Mar-19	06-Mar-20	05-Mar-21	04-Mar-22	28-Feb-23	28-Feb-24	28-Feb-25	28-Feb-26	28-Feb-27
	Adoption of Adjustment Budget (and amended SOBP, if necessary) by Council	Office of the Executive Mayor and CFO	28-Feb-18	28-Feb-19	28-Feb-20	26-Feb-21	28-Feb-22	28-Feb-23	28-Feb-24	28-Feb-25	28-Feb-26	28-Feb-27
	Review proposed National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling	CFO	28-02-2018 to 02 March 2018	28-02-2019 to 04 March 2019	27-02-2020 to 02 March 2020	26-02-2021 to 02 March 2021	28-02-2022 to 02 March 2022	27-Feb-23	27-Feb-24	27-Feb-25	27-Feb-26	27-Feb-27

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME (2018/19) (Baseline)	TIMEFRAME (2019/20)	TIMEFRAME (2020/21)	TIMEFRAME (2021/22)	BASELINE (2022/23)	(2023/24)	(2024/25)	(2025/26)	(2026/27)	(2027/28)
PROJECTS PHASE (JAN TO APRIL)	Mid-year budget and performance assessment visit by National Treasury (NT)	NT & CM	01 Feb to 28 Feb 18	01 Feb to 28 Feb 19	01 Feb to 28 Feb 20	01 Feb to 28 Feb 21	01 Feb to 28 Feb 22	11-Feb-23	11-Feb-24	11-Feb-25	11-Feb-26	11-Feb-27
	Draft SDBIP	COO, CFO and Executive Directors	09-Mar-18	08-Mar-19	09-Mar-20	09-Mar-21	09-Mar-22	15-Mar-23	15-Mar-24	15-Mar-25	15-Mar-26	15-Mar-27
	Development of Draft IDP and Budget Public Participation Programme for the month of April (After tabling of the budget/IDP)	IDP and Budget Steering Committee	09-Mar-18	08-Mar-19	09-Mar-20	09-Mar-21	09-Mar-22	01-Apr-23	01-Apr-24	01-Apr-25	01-Apr-26	01-Apr-27
	Strategic Planning Steering Committee	COO	22-Mar-18	22-Mar-19	22-Mar-20	26-Mar-21	25-Mar-22	25-Mar-23	25-Mar-24	25-Mar-25	25-Mar-26	25-Mar-27
	Draft Capital and Operating Budgets, Draft IDP, and Draft SDBIP submitted to Joint Budget and Treasury Standing Committee and Mayoral Committee	CFO and COO	22-Mar-18	13-Mar-19	11-Mar-20	10-Mar-21	15-Mar-22	28-Mar-23	28-Mar-24	28-Mar-25	28-Mar-26	28-Mar-27
	Draft Capital and Operating Budgets, Draft Ward-based Budget, Draft IDP and Draft SDBIP tabled to Council for NOTING	CFO and COO	29-Mar-18	28-Mar-19	26-Mar-20	25-Mar-21	24-Mar-22	31-Mar-23	26-Mar-24	31-Mar-25	31-Mar-26	31-Mar-27
	Forwarding Draft Capital and Operating Budgets and Draft IDP to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget	CFO and COO	31-Mar-18	01-Apr-19	31-Mar-20	31-Mar-21	31-Mar-22	03-Apr-23	03-Apr-24	03-Apr-25	03-Apr-26	03-Apr-27
	Publishing the Council approved Draft IDP and Budget on the municipal website	COO	02-Apr-18	01-Apr-19	31-Mar-20	31-Mar-21	31-Mar-22	03-Apr-23	03-Apr-24	03-Apr-25	03-Apr-26	03-Apr-27
	Advertisement of Draft Capital and Operating Budget and Draft IDP in local newspapers for public comment and public participation	COO and CFO	04-Apr-18	05-Apr-19	03-Apr-20	02-Apr-21	01-Apr-22	03-Apr-23	03-Apr-24	03-Apr-25	03-Apr-26	03-Apr-27
	Strategic Planning Steering Committee	COO and CFO	26-Apr-18	26-Apr-19	24-Apr-20	23-Apr-21	29-Apr-22	30-Apr-23	30-Apr-24	30-Apr-25	30-Apr-26	30-Apr-27
	Convening 2nd Quarter IDP Representatives Forum meeting	COO	12-Dec-17	12-Dec-18	12-Dec-19	12-Dec-20	12-Dec-21	24-Apr-23	24-Apr-24	24-Apr-25	20-Apr-26	21-Apr-27
	Undertaking public participation meetings	IDP and Budget Steering Committee	02 to 30 Apr-18	02 to 30 Apr-19	02 to 30 Apr-20	02 to 30 Apr-21	02 to 30 Apr-22	2 to 30 April 2023	2 to 30 April 2024	2 to 30 April 2025	2 to 30 April 2026	2 to 30 April 2027
	MONITORING AND EVALUATION PHASE	Consolidation of all public participation inputs and comments in respect of Draft IDP and Budget	CFO and COO	01 to 04 May-18	01 to 04 May-19	01 to 04 May-20	01 to 04 May-21	01 to 04 May-22	01 to 05 May 2023	1 to 5 May 2024	1 to 5 May 2025	1 to 5 May 2026
Budget and Benchmarking Assessment by NT		NT and CM	Between Apr and May 18	22 to 26-04-2019	27 to 30-04-2020	26 to 30-04-2021	25 to 29-04-2022	15-May-23	15-May-24	15-May-25	15-May-26	15-May-27
Submission of IDP and Budget to Joint Budget and Treasury Standing Committee and Mayoral Committee		CFO and COO	23-May-18	15-May-19	13-May-20	19-May-21	18-May-22	28-May-23	28-May-24	28-May-25	28-May-26	28-May-27
Approval of IDP and Budget and Ward-based Budget by Council		CFO and COO	31-May-18	23-May-19	28-May-20	27-May-21	26-May-22	31-May-23	31-May-24	31-May-25	31-May-26	31-May-27
Submission of Council approved IDP and Budget to National Treasury		CFO and COO	31-May-18	31-May-19	05-Jun-20	31-May-21	31-May-22	03-Jun-23	03-Jun-24	03-Jun-25	03-Jun-26	03-Jun-27
Publishing the Council approved IDP and Budget on the municipal website		COO and CFO	05-Jun-18	07-Jun-19	03-Jun-20	04-Jun-21	03-Jun-22	03-Jun-23	03-Jun-24	03-Jun-25	03-Jun-26	03-Jun-27
Submission of the approved IDP to the MEC for local government		COO	15-Jun-18	14-Jun-19	12-Jun-20	11-Jun-21	10-Jun-22	03-Jun-23	03-Jun-24	03-Jun-25	03-Jun-26	03-Jun-27
Approval of the Service Delivery and Budget Implementation Plan by the Executive Mayor		Office of the Executive Mayor and COO	22-Jun-18	21-Jun-19	19-Jun-20	18-Jun-21	19-Jun-22	28-Jun-23	28-Jun-24	28-Jun-25	28-Jun-26	28-Jun-27
Submission of approved SDBIP to National Treasury and Provincial Treasury		City Manager, CFO and COO	25-Jun-18	24-Jun-19	25-Jun-20	25-Jun-21	02-Aug-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27
Publishing the SDBIP and performance agreements on the municipal website and in local newspapers		COO	26-Jun-18	24-Jun-19	25-Jun-20	25-Jun-21	02-Aug-22	30-Jun-23	30-Jun-24	30-Jun-25	30-Jun-26	30-Jun-27
Tabling of the SDBIP and Performance Agreements in Council for NOTING		COO	13-Jul-18	18-Jul-19	16-Jul-20	15-Jul-21	31-Aug-22	31-Aug-23	31-Aug-24	31-Aug-25	31-Aug-26	31-Aug-27
First quarter performance report to City Manager and Executive Mayor		COO	31-Oct-17	31-Oct-18	31-Oct-19	30-Oct-20	31-Oct-21	31-Oct-22	31-Oct-23	31-Oct-24	31-Oct-25	31-Oct-26
Second quarter performance report to City Manager and Executive Mayor		COO	15-Jan-18	07-Jan-19	06-Jan-20	11-Jan-21	10-Jan-22	15-Jan-23	15-Jan-24	15-Jan-25	15-Jan-26	15-Jan-27
Tabling of Mid-term Performance Assessment Report to Executive Mayor/Mayoral Committee, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustments Budget	COO and CFO	17-Jan-18	16-Jan-19	22-Jan-20	20-Jan-21	19-Jan-22	19-Jan-23	19-Jan-24	19-Jan-25	19-Jan-26	19-Jan-27	
Tabling of Mid-term Performance Assessment Report to Council, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustments Budget	COO and CFO	31-Jan-18	31-Jan-19	30-Jan-20	28-Jan-21	27-Jan-22	31-Jan-23	31-Jan-24	31-Jan-25	31-Jan-26	31-Jan-27	
Submission of Draft Annual Report (for a prior financial year) to Council	COO	31-Jan-18	31-Jan-19	30-Jan-20	28-Jan-21	27-Jan-22	31-Jan-23	31-Jan-24	31-Jan-25	31-Jan-26	31-Jan-27	
Submission of the Mid-term Performance Assessment Report (for a Current Financial Year) to National Treasury and Provincial Treasury, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustment Budget	COO	31-Jan-18	31-Jan-19	30-Jan-20	28-Jan-21	31-Jan-22	03-Feb-23	03-Feb-24	03-Feb-25	03-Feb-26	03-Feb-27	
Publishing of notice in local newspapers inviting comments on Annual Report (after being tabled to Council)	COO	02-Feb-18	08-Feb-19	07-Feb-20	05-Feb-21	04-Feb-22	03-Feb-23	03-Feb-24	03-Feb-25	03-Feb-26	03-Feb-27	
Submission of Adjustments Budget (after being approved by Council) to National Treasury	CFO	06-Mar-18	04-Mar-19	03-Mar-20	03-Mar-21	02-Mar-22	02-Mar-23	02-Mar-24	02-Mar-25	02-Mar-26	02-Mar-27	
Publishing of the approved Adjustments Budget (after being approved by Council), with supporting documents on municipal website	CFO	06-Mar-18	04-Mar-19	03-Mar-20	03-Mar-21	02-Mar-22	02-Mar-23	02-Mar-24	02-Mar-25	02-Mar-26	02-Mar-27	
Submission and approval of Annual Report and Municipal Public Accounts Committee Oversight Report by Council	COO	23-Mar-18	28-Mar-19	26-Mar-20	25-Mar-21	31-Mar-22	31-Mar-23	31-Mar-24	31-Mar-25	31-Mar-26	31-Mar-27	
Publishing adopted Annual Report on municipal website	COO	30-Mar-18	29-Mar-19	31-Mar-20	31-Mar-21	31-Mar-22	03-Apr-23	03-Apr-24	03-Apr-25	03-Apr-26	03-Apr-27	
Submission of adopted Annual Report to MEC for local government and other government structures	COO	30-Mar-18	29-Mar-19	31-Mar-20	31-Mar-21	31-Mar-22	03-Apr-23	03-Apr-24	03-Apr-25	03-Apr-26	03-Apr-27	
Fourth quarter performance report to City Manager and Executive Mayor	COO	31-Jul-18	31-Jul-19	31-Jul-20	31-Jul-21	31-Aug-22	31-Aug-23	31-Aug-24	31-Aug-25	31-Aug-26	31-Aug-27	